KENYATTA UNIVERSITY

Department of Computing and Information Technology

SCT 308: INDUSTRIAL ATTACHMENT GUIDELINES

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1 Academic Supervisor Visits

The student is assigned an academic supervisor from the teaching staff. This supervisor will visit the student at least once during their attachment preferably when they are in their last quarter of the placement.

The academic supervisor would

- Have an informal discussion with the student to facilitate understanding of the context of the attachment.
- Have a private discussion with the Host Supervisor
- Leave a copy of the feedback form with the Host Supervisor. This form will be the tool by which the host-supervisor will assess the student and will form an important component of the final assessment.
- If (s)he finds it necessary/possible, have a short tour of the organisation that the student is attached in.

2 Assessment Requirements

Within two weeks of the university's opening date students should submit the following to their respective academic supervisors:

(i)   The feedback form from the host supervisor in a **SEALED** envelope (or by other means, such as through e-mail). The student is responsible for ensuring that such feedback has been sent to the university-side supervisor.

(ii)   Attachment report.

(iii)   Logbook

3 Attachment Reports

Students are required to submit a spiral bound report printed on A4 paper describing their placement.

The university-side Supervisor will grade it by considering the completeness of presentation with evidence of technical writing skills.

The report should draw on material from the logbook which is also due for submission along with the host supervisor's feedback reports.

The report should:
- Be spellchecked with proper usage of grammar.
- Be properly paginated. Note that the formatting of the document is marked.
- Be written in a technical style
- Have a table of contents, appropriate referencing, figure and table captions, etc.
- Have appropriate structure
- Be written in the third person
- Be concise: 12 – 15 A4 pages (excluding the cover page, table of contents page, appendices and any diagrams), of font Times New Roman, size 12, 1.5 line spacing.

Following is a proposed general guideline of the sections expected in the report:
1. Title Page
2. Acknowledgements
3. Abstract
4. Introduction
   The student should place the attachment in context by describing the organisational structure and commercial environment of the company. It should include:
   4.1 A history of the organization
   4.2 The area the student was attached to within the organisation
   4.3 The objectives of attachment
5. The technical section
   5.1 This provides a breakdown of the technical work undertaken during the placement. If the student worked on more than one project during their placement they should describe each in turn (even if they were running simultaneously). Any formal training undertaken should be summarised. The student may use material from their logbooks and any reports made to their organisations.
   5.2 Challenges, how the student dealt with them and Lessons Learnt. The Lessons Learnt section is reflective and is written in the first person describing the technical and non-technical experience gained throughout the attachment.
   5.3 Conclusions chapter, giving prominence to the student's successes during the placement and recapping on the main points of the technical chapters.
   5.4 Recommendations
6. Appendices
   6.1 Log of activities the student undertook (they can make a copy of their logbook and attach it to the report)
   6.2 Any relevant references (manuals, text, the internet etc)

7. Any other relevant documentation or text which should be concise with details not described in the body of the report.

4   EVALUATION

The Academic Supervisor will mark the final report. The marks for the technical section will be adjusted to take into account the Academic Supervisor's visit to the host organization and feedback from the host Supervisor. The feedback form caters for 50% of the final mark.

4.1   SCT 308 (Industrial Attachment) Marking Scheme

The student should ensure that the learning outcomes described under each heading in the marking scheme are addressed, so far as is reasonably practicable, in the report.

Note that the report should be comprehensive as any activity carried out in the placement but not mentioned in the report cannot be given any marks.

See the detailed marking scheme on the next page:

Category	Description			Marks
Host Supervisor Feedback Form	The form detailing the various aspects of the student's performance and character at the organisation.			50
	University Side Supervisor's Adjustment Factor (Percentage to adjust the host supervisor's mark)			(%)
University Side Supervisor Section	Log book	A journal description detailing activities undertaken during placement		5
		Weekly summaries that must be signed by the host supervisor		5
	Report Layout & Presentation	A report that has the required sections with correct font, spacing etc.		3
		No plagiarism (correct referencing).		3
		Appropriate pagination.		2
		Any diagrams are appropriately numbered, captioned and correctly referred to within the text.		2
	Report Content	The report's content is relevant to the placement.		5
		Clear, easy to read and well organised with introductions, valid discussions / description of activities and clear conclusions.		10
		A clear understanding of the organisation's commercial environment including appropriate company processes and products and any legal issues.		5
		A section on the student's personal development in terms of technical and non technical experience.		5
		The placement is relevant to the degree course the student is undertaking		5
Total				100